

Department of Health

Guidelines: Employee Business Travel

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TRAVEL GUIDELINES

General Overview

- A. Purpose:** The travel rules and regulations are issued for the guidance of officials and employees of the State of Utah, in accordance with Title 63A-3-106 and 63A-3-107, Utah Code Annotated, as amended.
- ▶ **All Out-Of-State travel** must be arranged through the department's Agency Travel Coordinator, Colene Tucker, in the Office of Fiscal Operations, Finance and approved by Dr. A. Richard Melton. Prior to this, the travel must be approved by your Division or Office Director and your division's MSC/SSC.
 - ▶ The State Division of Finance will NOT honor any employee's Out of State travel reimbursement request for airline fares, hotel reservations or rental car travel arrangements that are not made through either the Department's Agency Travel Coordinator, or the State Travel Office.
 - ▶ In-State and Out-Of-State reservations made through the Office of Fiscal Operations, Finance will provide the least expensive rates available at the time reservations are made.
 - ▶ All airline tickets must be purchased using the Central Travel Account (CTA). Travel Authorization (TA) numbers shall be given to the Department's Travel Coordinator for all flights before the booking of the ticket. The State will not reimburse the employee of the cost of airline fares if purchased with the employee's personal credit card nor the State's Corporate Card. Using the State's Corporate card to purchase an airline ticket is not permissible.
 - ▶ Car pooling is recommended if more than one traveler is driving to the same destination.
 - ▶ Always try to determine whether a third party will pay for part or all of

the costs of the travel. The Office of Fiscal Operations-Finance must be notified if a third party reimbursement is involved with the travel.

- ▶ If you are on the road and need assistance, or need to change flights and cannot reach the department's Agency Travel Coordinator Colene Tucker), you may call the following numbers for assistance:

Emergencies only during normal work hours:

(801) 537-9124 (State Travel Office: 7:00am to 5:00pm)

All calls after hours & weekends:

1-800-903-9813 (\$15.00 fee per call, effective 4/01/2002)

- ▶ For **Non-emergencies** during normal work hours, call Colene at:
(801) 538-6613 (Office phone)
(801) 202-8122 (pager)
- ▶ **Request:** By submitting your travel request early, extra costs from last minute reservations or changes can be avoided.

OUT OF STATE TRAVEL

General:

- A. **FI-5 Approval:** Employees who represent the Department on an Out of State travel must submit an FI-5 "Request for Out-of-State Travel Authorization" even if the travel is paid entirely or in part by a third party. The Division or Office Director approves the travel by signing the FI-5 form. This responsibility cannot be delegated. Attached to the FI-5 should include an agenda, brochure, flyer or similar information about the event.
- B. **JP Morgan Chase - MASTERCARD:** This card is also known as the **State Corporate Card**. Employees who travel as representatives of the department should obtain a State Corporate Card. Applications for the card can be obtained from your division's Management Services

Coordinator. Employees may use the cards for payment of official state business travel expenses only. Expenses include hotels/motels, meals, car rentals, books, fees, and registrations. Employees are not to use the card for purchase of airline tickets or any personal purchases. (The key is, if it is not reimbursable, it should not be charged to the card.) More detail about the use of the MasterCard can be found in the Accounting Policies & Procedures manual, FIACCT 10-03.00.

- C. **Travel Advances:** Travel advances are given only for meals and incidentals (taxi or shuttle fares) but is limited up to 90% of the estimated cost. The State Corporate Card can be used to cover most reimbursable out-of-pocket travel expenses. When a travel advance is required, requests must be made to Finance using form FI48, properly approved with the FI-5 attached. Employees who have lost the use privileges of the JP Morgan MasterCard, may not receive a travel advance. Exception requests are to be sent to Dr. Melton for his approval. Allow adequate time for timely processing.
- D. **Registrations:** For registrations that require advance payment, highlight the "Registration Fee" line, including the dollar amount and in the comments area of the form, note that the registration fee must be paid and the due date.
 - ▶ Required is a copy of the registration form attached to the FI-5. Upon request, the warrant may be returned to Fiscal Operations Finance, and forwarded to the program personnel. Otherwise the warrant will be mailed directly to the address noted on the registration form. It is the responsibility of the requesting division or office to mail the registration form to the address as noted on the registration form.
 - ▶ Employees may choose to pay the registration fee with the state's corporate card. However, reimbursement will be made only upon completion of the event and with the other related expenses.

Reservations:

- ▶ The following types of out-of-state reservation arrangements, i.e., airfare, hotel/motel, car rental, must be made through the department's Agency Travel Coordinator in Fiscal Operations-Finance, Colene

Tucker, at 538-6613. The State Division of Finance will NOT honor any of these reimbursements that are not made through the Agency's Travel Coordinator.

A. Airfare: All airline tickets must be purchased using the Central Travel Account (CTA).

1. Generally, the Office of Finance or State Travel the Office will issue electronic tickets. Travelers will have 24 hours to review their flight information and make changes before change fees will be assessed.
2. Only one change fee per trip will be reimbursed. Additional change fees will be the responsibility of the traveler.
3. The ticket number is the confirmation that ensures an employee is on the flight. It is important to keep the itinerary and include it as an attachment to the Travel Reimbursement Request.

B. Lodging: All Out-of-State lodging must be arranged through the Agency Travel Coordinator. Lodging is reimbursed for single occupancy only even if the traveler takes a companion.

C. Car Rentals: All car rentals must be approved by the Deputy Director, A. Richard Melton and arranged through the Agency Travel Coordinator. Generally, car rentals are not granted for conferences or training.

D. Review Reservations: Travelers are responsible to review their travel reservations for accuracy and have 24 hours from the time the reservation is made to make changes.

Reimbursements:

A. Overview: Submit a State Employee Travel Reimbursement Request

Form (FI-51B) for travelers on the State Payroll System, or a Travel Reimbursement Request Form (FI-51D) for travelers not on the State Payroll System. The original signature of the traveler is required.

Airline tickets are not an employee reimbursable expense. The State Division of Finance will not honor any reimbursement requests for airline or rental car arrangements that are not made through the Office of Fiscal Operations-Finance or the State Travel Office.

Requests for reimbursement must be submitted within **30 days** of completing the trip.

B. Lodging:

State employees who travel on business are responsible for paying lodging including applicable taxes as part of their travel expenses. Most hotels require a credit card to hold a reservation. Either a personal credit card or the corporate card number is required by the Agency Travel Coordinator making the reservations.

The State will reimburse travel expenses upon receipt of the FI-51B or FI-51D and after completion of the trip.

1. **Conference Hotel:** Actual cost plus tax, single room rate.
Non-Conference Hotel: Actual cost plus tax for the single room rate if the arrangements were made through the Agency Travel Coordinator or State Travel Office. Otherwise limitations apply.
2. **Lodging At Other Than A Hotel/Motel:** If a traveler stays with a friend or relative in a privately own home, an apartment, a condominium, or a privately own vacation home, the traveler will be reimbursed \$20.00 per night. If a traveler takes a camper or mobile home and stays at a trailer camp, the reimbursement is \$30.00 per night with a receipt.
3. **"NO SHOW" Fees at Hotel/Motel and Seminars:**

Remember to cancel reservations if your plans change. No show fees are the responsibility of the individual.

4. Employees submits form FI-51B, State Employee Travel Reimbursement Request for out of state travel reimbursement. Non-State employees submits form FI-51D for out of state reimbursement request.

- C. **Meals:** The basic out-of-state meal allowance for a 24 hour period of overnight travel is \$38.00 as follows:

Breakfast	\$9.00
Lunch	\$11.00
Dinner	<u>\$18.00</u>
Total	\$38.00

Tips and taxes are included in the per diem amount.

The following seven (7) cities are classified as premium cities: New York, Chicago, Washington D.C., Atlanta, Los Angeles, San Francisco, and Boston. For these premium cities, the traveler may choose to accept the per diem rate or to be reimbursed at the actual meal cost, with original receipts, **up to \$50.00 per day**. To qualify for premium rates for a given day, the traveler must be entitled to all meals that day. The traveler may choose different reimbursement methods during the trip, however, the traveler must use the same method of reimbursement for the entire day. **In all cases, alcohol is not reimbursable.**

Meal reimbursement computations are as follows:

<u>Leave Home Base Between:</u>	<u>Meals Covered</u>	<u>Amount</u>
12:01 a.m. - 6:00 a.m.	B, L, D	\$38.00
6:01 a.m. - Noon	L, D	\$29.00
12:01 p.m. - 6:00 p.m.	D	\$18.00
6:01 p.m. - Midnight	None	\$0.00

<u>Return Home Base Between:</u>	<u>Meals Covered</u>	<u>Amount</u>
12:01 a.m. - 6:00 a.m.	None	\$0.00
6:01 a.m. - Noon	B	\$9.00
12:01 p.m. - 7:00 p.m.	B, L	\$20.00
7:01 p.m. - Midnight	B, L, D	\$38.00

Meals Included in Registration Fees: Meals that are provided through the registration fees are not reimbursable as meal allowance. This includes box lunches that are part of the registration fee, whether or not the employee chooses to accept the meal. *Continental breakfast will not reduce the allowed per diem amount.*

Bed & Breakfast: Meals provided at a “Bed & Breakfast” will reduce the breakfast meal allowance.

Complementary/Full Meals: Complementary meals provided by the Hotel/Motel and/or an Association, will reduce the meal allowance should the traveler participate in the meals. However, ‘Continental Breakfast’ and meals served during flight will not reduce the meal allowance.

D. **Rental Vehicle:**

- ▶ Written justification with preauthorization from the Executive Director or Designee is required. Arrangements must be made through the Office of Finance or State Travel since the State has exclusive contracts with certain rental agencies.
- ▶ Insurance Coverage: Travelers and state agencies are covered by the state liability insurance for full cost of loss or damage to rental vehicles used for state business without any deductible. **Therefore, every traveler should waive the option to purchase additional insurance to cover the deductible.**
- ▶ In case of Accident: Should the traveler be involved in an

accident, be sure to obtain a copy of the police report. Notify the rental company and provide them a copy of the accident report and only give the rental company the state's corporate number as listed below. That should be all that is necessary. DO NOT GIVE THE RENTAL COMPANY ANY OF YOUR PERSONAL INSURANCE INFORMATION. IF THEY PERSIST IN ASKING FOR YOUR PERSONAL INSURANCE INFORMATION, HAVE THEM CALL THE STATE'S EMERGENCY PHONE NUMBER **(801) 537-9124**, DURING WORKING HOURS (7am to 5pm) or **1-800-667-0812** FOR AFTER HOURS AND WEEKENDS. They will take it from there. Report any accidents to the State Travel manager, Diann Donoviel at 538-3103 upon your return. The rental car corporate numbers are:
 Alamo: 264261
 Dollar: UT6009
 National: 5001180

- ▶ Liability Coverage: The department is liable for the first \$10,000 for any occurrence involving a rental automobile NOT rented using the State of Utah contract developed by State Purchasing, except where the department can demonstrate that a reasonable attempt was made to use such a contract, but no automobile was available to the department under such contract.
- ▶ Personal Side Trips: Liability and physical damage coverage by the State are for state business and necessary associated use only. It will not extend to side trips and other personal use by the traveler. Travelers should be sure their personal insurance will cover this personal use.
- ▶ Parking: The traveler must have approval for a rental car, as described above, in order to be reimbursed for rental car parking.

- ▶ Upgrades: Upgrades in size and model, made by a traveler when picking up the vehicle, will not be reimbursed.
- ▶ Travelers should always do a quick walk-around of the vehicle and inspect for any damage before taking the vehicle.

E. Driving (Private Vehicle) Instead of Flying: If a traveler is authorized to take his/her own car, mileage reimbursement is limited to the state travel mileage chart - at the 30 cents per mile rate, or the airplane fare, *whichever is less*. The traveler must obtain a printout from Colene Tucker before traveling that documents current airfare rates. Do not call the travel agents for this information. This is required attachment for reimbursement.

- ▶ Meal will be reimbursed as if the employee had flown.
- ▶ If the travel time taken for driving during the employee's normal work week is greater than that which would have occurred had the employee flown, the excess time used will be taken as annual leave and deducted on the Time and Attendance System.

F. Incidentals: The traveler will be reimbursed for actual out-of-pocket cost for incidental items as described below:

1. **Tips:**

Reimbursable Tips: Taxi, Shuttle, Bellman, Skycap
 Generally, tips are \$1.00 per bag.

Non-Reimbursable Tips: Maid Service, Concierge, Doorman, Airline Attendant, Meals (separate from per diem).
2. **Ground Transportation & Parking Expense:** The traveler will be reimbursed for the use of taxi, bus, parking and other ground transportation as follows:

- ▶ Individual amounts less than \$20.00 per incident - Submit a schedule of payments including date, to/from destinations, type of travel, location, and dollar amount. If over \$20.00 per incident, original receipts are required.
 - ▶ Mileage to and from airport at 36 cents per mile. Long-term parking at no more than \$6.00 per day (Park & Jet, Diamond, etc.) OR Mileage to and from the airport, at 36 cents per mile, for someone to drop off the traveler and pick them up (two trips) with no parking reimbursement. Reimbursement for short-term parking will be limited to the allowable long-term parking rate.
 - ▶ A receipt is required for parking reimbursement, regardless of the amount.
3. **Personal Phone Calls:** Personal phone calls **made** on trips four nights or less will be reimbursed for the **actual amount** up to the rate of \$2.50 per night. This is not a “per diem” reimbursement.
- ▶ For travel five nights or longer, the traveler must provide an original lodging receipt or an original personal phone bill showing the number called and the dollar amount. Pre-paid phone cards are not reimbursable. Limits are as follows:
- | | |
|--------------------------|-----------------------------|
| Five to eleven nights : | Actual amount up to \$20.00 |
| Twelve to thirty nights: | Actual amount up to \$30.00 |
| More than thirty nights: | Start over plus \$30.00 |
4. **Business Phone Calls:** Business calls will be reimbursed at actual cost. Business calling cards are available through Employee Support, 538-6109. Personal phone calls are not allowed on business calling cards. Whenever possible, calls from hotel rooms should be avoided due to the high surcharges placed on calls by hotels.

- G. Third Party Reimbursements:** Always try to determine whether a third party will pay for part or all of the costs of the travel. The Office of Fiscal Operations-Finance must be notified if a third party reimbursement is involved in the travel.

An employee representing the state on state time, who receive a travel reimbursement from a third party for travel, should not be enriched by the reimbursement beyond what the state travel policy allows.

For example, if the state paid per diem is \$38 per day for meal allowance and the third party reimburses \$55 per day, then the \$17 difference must be deposited with the state. Similarly, if the third party reimbursement allowance is less than what the state travel policy allows, the employee will be reimbursed the difference by the state.

Travel expenses reimbursed by a third party may be treated in one of the following ways:

Deposit the total third party reimbursement with the State as a refund of expenditures and obtain the travel reimbursement from the State using the procedure for form FI-51B.

Retain the amount reimbursed by the third party, **up to the amount allowed by the state travel policy**, and accept no state reimbursement. Any difference is to be deposited with the State. Copies of the third party reimbursement must be attached to the payment.

- H. Personal Travel During Business Trips:** Travelers who choose to do personal travel with the business trip will be reimbursed based on the latest reasonable flight to and the earliest reasonable flight from the business trip that would have normally taken place without the personal trip.

IN STATE TRAVEL

General:

- A. In-State Defined:** In-State travel is defined to include travel through neighboring states when the employee is traveling on routine state business and such route is the nearest and most practicable to reach a destination in Utah. Additionally, Indian Nations that are contiguous to Utah are also defined as In-State.
- B. JP Morgan Chase - MASTERCARD:** Applications for the state's corporate card (MasterCard) can be obtained from your division's Management Services Coordinator. Employees may use the cards for payment of official state business travel expenses only. Expenses include hotels/motels, meals, car rentals, books, fees, and registrations. More detail about the use of the MasterCard can be found in the Accounting Policies & Procedures manual, FIACCT 10-03.00.
- C. Travel Advances:** Travel advances are given only for meals and incidentals and are limited to up to 90% of the estimated cost. The State Corporate Card can be used to cover most reimbursable out-of-pocket travel expenses. When a travel advance is required, requests must be made to Finance using the form FI-48, properly approved. Employees who have lost the use privileges of the JP Morgan Chase MasterCard, may not receive a travel advance. Exceptions request are to be sent to Dr. Melton. Allow adequate time for timely processing.
- D. Registrations:** Registrations that require advance payment should be submitted on an FI-82, properly signed and approved. The warrant will be returned to Fiscal Operations Finance, and forwarded to the program personnel. It is the responsibility of the division or office to mail the registration fee (warrant) and form to the address as noted on the registration form.

Reservations:

- A. Airfare:** All In-State airline tickets must be purchased using the Central Travel Account (CTA). The State Division of Finance will NOT honor In-State travel reimbursements for commercial airline fares that are not ordered through the Central Travel Account.
1. Generally, the Office of Finance or State Travel will issue electronic tickets. Travelers will have 24 hours to review their flight information and make changes before change fees will be assessed.
 2. The ticket number is the confirmation that ensures an employee is on the flight. It is important to keep the itinerary and include it as an attachment to the Travel Reimbursement Request.
 3. Only one change fee per trip will be reimbursed. Additional change fees will be the responsibility of the traveler.
- E. Lodging:** In-state lodging can be arraigned by the employee or the division coordinator. However, reimbursement may be limited. See the "Reimbursements" section, paragraph A "Lodging" below for the limitations. Lodging arrangements made by the department's Agency Travel Coordinator will be reimbursed at actual cost plus tax. Only under special circumstances will the State Travel Office make in-state travel reservations.
- F. Rental Vehicle:**
- ▶ Written justification with preauthorization from the Executive Director or Designee is required. Arrangements must be made through the Office of Finance or State Travel since the State has exclusive contracts with certain rental agencies.
 - ▶ Insurance Coverage: Travelers and state agencies are covered by the state liability insurance for full cost of loss or damage to rental vehicles used for state business without any deductible. **Therefore, every traveler should waive the**

option to purchase additional insurance to cover the deductible. Report any accidents to the State Travel manager, Diann Donoviel at 538-3103.

- ▶ In case of Accident: Should the traveler be involved in an accident, be sure to obtain a copy of the police report. Notify the rental company and provide them a copy of the accident report and only give the rental company the state's corporate number as listed below. That should be all that is necessary. **DO NOT GIVE THE RENTAL COMPANY ANY OF YOUR PERSONAL INSURANCE INFORMATION. IF THEY PERSIST IN ASKING FOR YOUR PERSONAL INSURANCE INFORMATION, HAVE THEM CALL THE STATE'S EMERGENCY PHONE NUMBER (801) 537-9124, DURING WORKING HOURS (7am to 5pm) or 1-800-667-0812 FOR AFTER HOURS AND WEEKENDS.** They will take it from there. Report any accidents to the State Travel manager, Diann Donoviel at 538-3103 upon your return. The rental car corporate numbers are:
Alamo: 264261
Dollar: UT6009
National: 5001180
- ▶ Liability Coverage: The department is liable for the first \$10,000 for any occurrence involving a rental automobile NOT rented using the State of Utah contract developed by State Purchasing, except where the department can demonstrate that a reasonable attempt was made to use such a contract, but no automobile was available to the department under such contract.
- ▶ Personal Side Trips: Liability and physical damage coverage by the State are for state business and necessary associated use only. It will not extend to side trips and other personal use by the traveler. Travelers should be sure their personal insurance will cover this personal use.

- ▶ Parking: The traveler must have approval for a rental car, as described above, in order to be reimbursed for rental car parking.
- ▶ Upgrades: Upgrades in size and model, made by a traveler when picking up the vehicle, will not be reimbursed.
- ▶ Travelers should always do a quick walk-around of the vehicle and inspect for any damage before taking the vehicle.

Reimbursements:

- A. Overview:** The State will reimburse the travel expense upon receipt of the FI-51A for travelers on the State Payroll System, or FI-51C for travelers not in the State Payroll System. The original signature of the traveler is required.
- B. Lodging:**
 - Conference Hotel:** Actual cost plus tax, single room rate.
 - Non-conference Hotel:** Rates for the Salt Lake Valley (Draper to Centerville), Park City, Heber City, Tooele city and Midway City limits are \$68.00 plus tax. Rates for Ogden city and Provo/Orem city are \$63.00 plus tax. Moab, Cedar City and St George City limits are \$65.00 plus tax. All other locations are actual cost up to \$55.00 plus tax, single room rate. Travelers must travel 50 miles one way in excess of their normal office commute to be entitled to lodging. Exceptions for 50 miles require prior approval by the Division Director. In addition, documentation from Department's Agency Travel Coordinator is required when the above rates are exceeded and cheaper rates are not available.

C. Meals:

Non-Overnight Trips: Meal per diem will be paid if the destination is at least 100 miles, one way from “home-base” as determined by an official road map, and :

<u>Breakfast:</u>	The traveler leaves by 6:00 a.m.
<u>Lunch:</u>	When the trip meets one of the following conditions:
a.	Trip warrants entitlement to breakfast and dinner.
b.	The traveler leaves “home base” before 10:00 a.m. and returns after 2:00 p.m.
<u>Dinner:</u>	The traveler leaves “home-base” any time during the day and returns after 7:00 p.m.

1. The basic in-state meal allowance for a 24 hour period of overnight travel is \$30.00 as follows:

Breakfast	\$6.00
Lunch	\$9.00
Dinner	<u>\$15.00</u>
Total	\$30.00

Tips and taxes are included in the per diem amount.

The meal reimbursement is determined by the time of day the traveler leaves his “home base” (the location the employee leaves from and/or returns to), the days at the location, and the time of day he returns to his “home-base”. The 24-hour period is divided as follows:

<u>Leave Home Base Between:</u>	<u>Meals Covered</u>	<u>Amount</u>
12:01 a.m. - 6:00 a.m.	B, L, D	\$30.00
6:01 a.m. - Noon	L, D	\$24.00

12:01 p.m. - 6:00 p.m.	D	\$15.00
6:01 p.m. - Midnight	None	\$0.00

<u>Return Home Base Between</u>	<u>Meals Covered</u>	<u>Amount</u>
12:01 a.m. - 6:00 a.m.	None	\$0.00
6:01 a.m - Noon	B	\$6.00
12:01 p.m. - 7:00 p.m.	B, L	\$15.00
7:01 p.m. - Midnight	B, L, D	\$30.00

Conferences: Per diem will not be paid for full meals included in conference registration fees. (Per diem is not reduced for continental breakfasts.) Meal provided at a “Bed and Breakfast” or “full breakfasts” provided by the hotel/motel, will reduce the breakfast meal allowance.

PRIVATE VEHICLE REIMBURSEMENT POLICY:

General:

Substantial savings result when using Motor Pool/Departmentally-owned vehicles. The Department, therefore, strongly encourages the use of these vehicles rather than a private vehicle.

Reimbursement for Private Vehicle use for business miles traveled may be requested in two ways. 1) If the travel is for miles traveled only, submit form FI-40A or FI-40B “Private Vehicle Usage Report,” whichever rate applies. If the travel is for miles traveled plus other travel-related business, submit the request on form FI-51A “Travel Reimbursement Request.”

1. **Reimbursement:** The standard for private vehicle used for approved state business shall be reimbursed at 30 cents per mile. Exceptions to the standard are discussed below. Mileage reimbursement will be based on actual odometer

readings for travel within city limits. Trips outside of the city limits will be reimbursement based upon the most economical, usually traveled routes.

2. **Vehicle Availability:** For Travelers whose home base is the Cannon Health Building or Ogden offices, motor pool vehicles may be available through the DOH Bureau of Employee Support, the Ogden School for the Deaf and Blind, the State Tax Commission, the Heber Wells building, State Mail of the Motor Vehicle Division for the Capital and Draper sites. Travelers may reserve a vehicle at one of those sites by calling the appropriate offices or online at fleet.utah.gov
3. **Exception:** Travelers whose home base is neither the Cannon Health Building or the Ogden offices will be considered exceptions to the standard reimbursement policy. Exception reimbursed will be 36 cents per mile. The following may also be considered an exception to the 30 cents per mile rule:
 - Time required to obtain a state vehicle is not cost effective,
 - It's a short distance to drive but ties up vehicle all day,
 - *A state fleet vehicle is not available,
 - *A state vehicle is not available that meets program needs.**note: Requires an Office Employee Support form signed by an OES employee on the day the request for vehicle is made.*
4. The reimbursement request forms must be properly filled out and bear the signatures of the employee and their Division or Bureau Director before submitting to Finance. The Finance Budget Officer/Accountant personnel will review the document before submitting it for reimbursement.
5. **Driving instead of Flying:** If a traveler is authorized to take his/her own car, mileage reimbursement is limited to the state travel mileage chart - at the 30 cents per mile rate, or the airplane fare, *whichever is less*.

6. **Driving to Airport:** Mileage to and from airport will be reimbursed at 36 cents per mile. Mileage to and from the airport for someone to drop off the traveler and pick them up (two trips) with no parking reimbursement will also be reimbursed at 36 cents per mile.
7. **Inclusions:** When driving your own vehicle, the mileage reimbursement is all inclusive, including toll fees, parking, "wear and tear" on your vehicle and insurance. The State will not reimburse for any damages to your vehicle - this is the responsibility of that individual's insurance company. However, a liability claim against a traveler in excess of the limits carried by the traveler's personal auto policy may be paid by the State Risk Management Fund.
8. **Non-State Employees:** Committee and Board members of the Department shall be reimbursed at the rate of 36 cents per mile.

DOCUMENTATION

Requests for reimbursement must be accompanied by original receipts for all expenses except for which flat allowances are established, such as meal per diem and mileage.

The airline passenger coupon or boarding pass for ticket-less flights and the itinerary must accompany the reimbursement request.

Attach appropriate documentation to your reimbursement request.

Remember: if you are attending a conference, the conference advertisement and completed registration form must be attached.

PROCESSING TIME

Travelers should obtain approvals and reimbursement requests far enough in advance to process the paperwork. Please take this into consideration. Processing time is usually 3 days.

QUESTIONS

Questions regarding Travel and/or Reimbursement should be directed to your division travel representative, or the Agency Travel Coordinator, Colene Tucker at 538-6613.

FORMS DESCRIPTION

FI-5: Request for Out of State Travel Authorization

FI-48: Employee Reimbursement/Earnings Request

FI-51A: State Employee Travel Reimbursement Request for In-State Travel

FI-51B: State Employee Travel Reimbursement Request for Out of State Travel

FI-51C: Non-State Employee Travel Reimbursement Request for In-State Travel

FI-51D: Non-State Employee Travel Reimbursement Request for Out of State Travel

FI-82: Purchase Requisition Transaction

NOTES: